ADMINISTRATIVE - INTERNAL USE ONLY

30 October 1973

MEMORANDUM FOR: Directorate for Management and Services,
                 Senior Training Officer

SUBJECT   : Orientation for Sub-Professionals

1. At the recent Training Officers Conference, one Train-
ing Officer suggested that there is a gap in our training
program in that we fail to offer any orientation for new sub-
professional employees. He noted that we have the Intelligence
in World Affairs as orientation for new professionals and
clerical orientation for secretaries and typists, but we offer
nothing in the way of orientation for those who fall into
neither of these categories.

2. I would like to solicit your views on this subject.
Could you please advise me some time over the next month if you
would favor having OTR offer a short orientation course, probably
of two or three days, for sub-professionals. If you favor the
suggestion, could you also provide a rough estimate of the number
you might wish to enroll during calendar year 1974. If you have
any other thoughts on the subject, I would appreciate an oppor-
tunity to get together with you to discuss them.

STATINTL

Chief, Intelligence Institute

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Orientation for Sub-Professionals

FROM:		EXTENSION	NO.
STO/DDM&S		4142	**DATE** 5 Nov 73

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. ███████████████	6/NOV	6/NOV	₩H	Per the attached memorandum from ████████ Chief, Intelligence Institute/OTR, please forward your comments regarding the necessity for an Orientation Course for Sub-Professionals to this office by 21 November 1973.

I would close the gap by making the IWA a required course for all employees who intend to make the agency a career, regardless of status. ████████████ |
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